

広報番号： Announcement No.	SRFJPMC-161-08(R4)
募集締切日： Closing Date	15 Oct 09 1 st Cut-off: 31 Aug 09 2 nd Cut-off: 24 Sep 09
発行日： Date of Issue	11 Aug 09

<p>1.職種名 Job title (等級 Grade <u>7</u> / 語学等級 LAD <u>4</u>)</p> <p>Engineer (Environmental), #525</p> <p>〔技師職（環境）〕</p> <p>受諾可能な下位等級 Acceptable Trainee Level: 1-5</p> <p><input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系</p> <p>Administrative Blue Collar Trade Security Medical</p>	<p>募集人数 No. of Recruitment</p> <p>1 名</p>	<p>4.募集範囲 Area of Consideration</p> <p><input checked="" type="checkbox"/> 現 MLC/IHA 従業員（部隊内） Current MLC/IHA Employee within Activity</p> <p><input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance</p> <p><input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide</p> <p><input checked="" type="checkbox"/> 外部 Off Base Applicant</p>
<p>2.部隊 Activity</p> <p>U. S. Naval Ship Repair Facility & Japan Regional Maintenance Center, Yokosuka, Japan</p> <p>Environmental Office (C140), Environmental Programs Division (C141)</p> <p>勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka</p>		<p>5.雇用の種類 Type of Employment</p> <p><input checked="" type="checkbox"/> MLC</p> <p><input type="checkbox"/> IHA <input type="checkbox"/> HPT</p> <p><input checked="" type="checkbox"/> 常用 Permanent</p> <p><input type="checkbox"/> 限定 Limited Term (<u> </u> ヲ月 Months)</p>
<p>3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww)</p> <p>勤務日 Work Days: Monday thru Friday 月曜日 – 金曜日</p> <p>勤務時間・休憩 Work Hours/Recess Period: 08:00 - 16:45/12:00 - 12:45</p> <p><input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel</p>		

See attached task list.

- a. One year of specialized technical or administrative work experience equivalent at 1-6 level in the related work. If applicant does not have such specialized work experience, possession of doctorate degree in accredited graduate school in a related field may qualify him/her at 1-7 level.
- b. Must be a college or university graduate with specialized education in environmental engineering or related fields or possess an official engineering license.
- c. Knowledge of professional engineering concepts, principles, methods and practices in environmental field to serve as primary media manager and point of contact for assigned environmental programs by preparing plans and instructions, identifying program deficiencies, making corrective action plans and recommendations, and tracking all activities necessary for maintaining program compliance.
- d. Knowledge of Environmental regulations, such as the Japan Environmental Governing Standards (JEKS), Department of Defense (DOD) directives, and other Navy environmental regulations.
- e. Skill in operating personal computer such as Microsoft Word, Excel and Outlook.
- f. Ability to independently plan, establish, implement, and maintain a comprehensive environmental protection program that complies with the Japan Environmental Governing Standards (JEKS), DOD directives and other Navy environmental regulations.
- g. Ability to develop and conduct bilingual (English/Japanese) environmental training.
- h. Ability to translate environmental materials and information involving technical and specialized terminology routinely used in the environmental engineering field from English to Japanese and vice versa.
- i. Ability to speak, read and write English at fluent proficiency level (LAD-4) and Japanese at native language level.

1-6: a. One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work. If applicant does not have such specialized work experience, possession of masters degree in a related field may qualify him/her at 1-6 level.

1-5: a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work. If applicant does not have such work experience, completion of 4-years college/university in a related field may qualify him/her at 1-5 level.

In addition, qualification b. for 1-7 level is also required at 1-6 and 1-5 levels.

*A handicapped applicant may be accepted, depending upon the degree and kind of disability.

英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input checked="" type="checkbox"/> 特段の能力 Exceptional		
学歴 Educational Background : University graduate	免許証/修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8	

8.提出するもの Application and Associated Documents		職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input type="checkbox"/> 運転免許証の写し Copy of Driver's License <input checked="" type="checkbox"/> 大学〈環境工学科、又は関連する学科〉卒業証明書（原本）か卒業証書の写し、又は関連分野における公的な免許状の写し Copy of certificate of educational background (major in environmental engineering or related fields) OR official engineering license in a related field. <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.) <input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy		
9. 応募書類提出先 Office to Submit 内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。（HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 0600 時より、午後 0600 時まで提出可能です。） Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600hrs to 1800hrs.): （注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部（非従業員）からの応募書類は無効となりますのでご注意下さい。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base applicants will be rated ineligible. 1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to: 〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22 米海軍横須賀基地日本人雇用課 (N132) COMNAVFORJAPAN, Human Resources Office (HRO) Yokosuka 内線/Extension 243-8152 JN Employment Division (N132) 2. 外部（非従業員）提出先 Off Base Applicants must submit to: 〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka (独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA 管理第一係 Management Section 電話番号 Phone 046-828-6959 受付時間：月曜—金曜、0830-1730（日本の祭日を除く） Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) *雇用条件等のご質問はこちらにお問い合わせ下さい。 Please contact LMO/IAA for questions on conditions of employment. .		
10. 事務処理欄 For Official Use		
募集部隊担当者 Activity POC : SRFJPMC Manpower Division (Code 1160)		軍電 (DSN) 243-4554 / 4553
PD No.:SRFJPMC-141-001	PD is accurate and current. Certified by Activity: ch	HRO: mm 8/28 ms 8/29 mm 9/29 ms 9/30 (2/10)mm2/10 ms 2/10 (5/21)mm5/21 ms 5/21 (rcvd: 8/11) jt 8/11 ms 8/11

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
 提出された応募書類はお返ししません Submitted applications will not be returned.

Task List for Engineer (Environmental) #525 MLC 1-7

1. Functions as primary media manager and point-of-contact for assigned environmental programs. Prepares written plans and instructions, identifies program deficiencies, makes corrective action plans and recommendations for all recurring and nonrecurring requirements, and tracks all activities necessary for maintaining program compliance. Incorporates regulatory requirements from the Japan Environmental Governing Standards (JEGS), DOD directives and other Navy environmental regulations into program documentation, administration, and operations. Provides oversight and coordination for the preparation, execution, and review of environmental studies, surveys, assessments, data-calls, implementation and maintenance of the Environmental Management System (EMS), Environmental Quality Assessments (EQA), and statements-of-work (SOW) within assigned programs. Coordinates with EMS/EQA program managers to identify and correct program deficiencies and maintain effectiveness of EMS and accuracy of EQA database information. Primary program responsibilities include, but are not limited to: Air Pollution Prevention; Asbestos; Drinking Water/Backflow Prevention; Industrial Discharges; Ozone Depleting Substances (ODS); Pollution Prevention (P2); Sanitary Discharges; Storm Water Pollution Prevention; Hazardous Waste; Hazardous Material; Puget Sound Naval Shipyard and Intermediate Maintenance Facility (PSNSY & IMF) Integrated Project Team (IPT) support; Historical (Archeological) & Cultural Resource Management; Negative Decisions; Pesticides; Polychlorinated Biphenyls (PCBs); Used Oil Management; Petroleum, Oils, Lubricants, (POL); Aboveground Storage Tanks (AST); Underground Storage Tanks (UST); Disaster Preparedness; Environmental Budgeting/Contracting; EQA; Environmental Training; Environmental/Data Quality Objective (DQO) Sampling; Oil and Hazardous Substance (OHS) Spill Contingency Planning, Spill Prevention and Response, Spill Prevention Countermeasures and Control; Solid Waste/Recycling; Geographic Information System (GIS). (35%)
2. Assists the Division Supervisor and/or the Department Head in establishing, implementing, and maintaining a comprehensive environmental protection program that complies with the Japan Environmental Governing Standards (JEGS). Develops, prepares, and submits annual budget requirements, including one-time projects and recurring cost associated with assigned program areas. Prepares written plans, pollution reports, and other documentation. Incorporates regulatory requirements from the JEGS, Department of Defense (DOD) directives, and Navy environmental regulations into program design, implementation, and evaluation. Manages the preparation, execution, and review of installation environmental studies, reviews, assessments, data-calls, and statements of work in all environmental protection programs. (15%)
3. Identifies environmental projects needed by U.S. Naval Ship Repair Facility and Japan Regional Maintenance Center (SRF-JRMC). Provides environmental oversight and support services for ship repair/continuous maintenance and shop operations. Develops and/or reviews plans, specifications and cost estimates for a variety of projects, i.e., ship repair/continuous maintenance work operations, SRF-JRMC facilities modifications/construction for procurement by contract or in-house work (SRF-JRMC Shops), in support of the environmental protection program. Responsible for ensuring preparation of documentation (e.g., local standard items, industrial process instructions, environmental facility and system designs and specifications, scopes of work, cost estimates, job orders, work requests, etc.) on environmental projects. (10%)
4. Collects environmental samples, uses and maintains environmental sampling equipment and instruments, ensures sampling equipment is accurately calibrated and functioning properly, maintains information and material required for laboratory analysis. Analyzes and interprets laboratory reports to determine the presence of hazardous constituents, environmental conditions, and the degree of noncompliance with regulatory requirements. (10%)
5. Coordinates with Japanese government officials on environmental issues and acts as an interpreter for supervisors and visiting Japanese officials during field inspections and meetings. Translates environmental materials and information involving technical and specialized terminology routinely used in the environmental engineering field from English to Japanese and vice versa. (5%)
6. Assists in implementation and maintenance of the EMS, conducts EQAs, conducts weekly surveillances of installation facilities and operations (e.g., ship repair/continuous maintenance and shop work) to ensure compliance with environmental laws and regulations, identifies the root causes for conditions of non-compliance, develops corrective action plans, and develops projects to implement those plans. (5%)
7. Consults and provides sound environmental guidance to SRF-JRMC personnel, including Ship's Force and private contractors. Serves as technical advisor on various environmental protection matters. Advises management, supervisors, and environmental staff on matters concerning environmental engineering, pollution prevention, and pollution abatement. (5%)
8. Identifies, develops, and conducts bilingual (English/Japanese) environmental training pertinent to requirements of the SRF-JRMC's priorities and practices. (5%)
9. Organizes, schedules, and administers supporting functions of meetings for discussion of environmental issues. Establishes agenda topics, tracks resulting action items, coordinates development of presentations, and ensures staff coordination. (5%)
10. Performs other related or incidental duties as assigned including assisting other Environmental Division staff with the management, execution, and auditing of their assigned programs. (5%)

Others: "Must be a college or university graduate with specialized education in environmental engineer or related fields or possess an official engineering license."